

OFFICE OF FINANCIAL STEWARDSHIP: PURCHASING AND RISK MANAGEMENT



ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

Goal Statement

Purchasing: To provide timely and professional procurement services to secure requested supplies, services and commodities at a specified level of quality and at the lowest possible cost through open and fair competition.

Risk Management: To establish, to the fullest extent possible, a safe work and service environment in which employees, as well as members of the general public, can enjoy safety and security in the course of their daily pursuits.

Strategic Initiatives/Support Highlights

Governance

- Continued to expand the use of electronic documents, including the implementation of electronic purchase orders. This allows vendors, staff, and other interested parties to obtain copies of purchasing and solicitation documents in a more efficient and cost-effective manner, while promoting sustainability by reducing the use of paper.
- Risk Management employs the team approach to ensure that the County continues to maintain a safe working environment for its employees through the coordination of monthly Safety Committee meetings, with representation from a broad array of work areas. During these meetings, the Risk Manager and the representatives discuss potential safety improvements.

Contact Us

(850) 606-1600 (Purchasing)
(850) 606-5120 (Risk Management)
www.LeonCountyFL.gov/OFS

PROCURING AND MANAGING RESOURCES AND SERVICES, AND MANAGING RISK

- Purchasing implemented electronic purchase orders that are emailed to the vendors and the requesters. This reduces postage and paper costs while promoting sustainability by reducing the use of paper.
- Purchasing continues to serve citizens faster and easier with an online procurement system called Procurement Connect. This system provides vendors instant access to many different services and processes such as, instant access to bids, requests for proposal, invitations to negotiate, and various other solicitation documents.
- Purchasing continues to provide value-added service to County staff through ongoing procurement customer service and support with policy interpretation, purchase orders, change orders, quotes, informal bids, contract preparation and other assistance. Purchasing also provides sales and customer support to County staff through ordering, stocking and issuance of operational consumable products valued at over \$60 million during the fiscal year through more than 2,200 requisitions.
- An essential function of the Purchasing Division is maintaining the proper control records of all tangible personal property. In order to account for all property, Purchasing conducts an annual inventory. This past year, the inventory consisted of assets valued over \$55 million.
- Leon County utilizes online auction services and on-site surplus sales to dispose of obsolete equipment that is no longer used by departments, in order to maximize the County's investment. This past year, Purchasing conducted both on-site and online surplus sales/auctions resulting in a return of almost \$250,000.



Did You Know

Leon County's solicitation documents are now available online. Just click "Procurement Connect" on the Purchasing Web page at: www.LeonCountyFL.gov/Purchasing.



BearWise Training

- As responsible stewards of the community's financial resources, Purchasing mitigates risk to the County through utilization of bonding practices for vendor bids, vendor performance, supplier and subcontractor payment, and requires appropriate vendor insurance coverage.
- In order to ensure that Leon County continues to maintain a safe working environment for its employees, Risk Management Coordinated eleven safety sessions and conducted monthly site visits.
 - Conducted annual driver license checks on all authorized drivers and coordinated random drug and alcohol testing.
 - Reviewed in excess of 500 criminal background checks on individuals wishing to volunteer.
 - Engaged citizens and employees alike by being hands-on and having a personal presence. Risk Management maintains high visibility in the workforce, which assists in keeping risk management/safety forefront in employees' minds and actions.